United Nations ST/IC/2003/58

Secretariat

28 October 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Time off for voting on United States Election Day**

1. Staff members of United States nationality wishing to exercise their right to vote on Tuesday, 4 November 2003, should try to do so outside their normal working hours. Those who are unable to do so may ask the executive officer of their department or office for up to two hours of time off. Executive officers will grant any such requests consistent with the exigencies of the service.

2. Any absence from duty not specifically authorized, including any absence beyond the allowable two-hour maximum, will be treated in accordance with the provisions of staff rule 105.1 (b) (ii).

* Expiration date of the present information circular: 7 November 2003.

03-58697 (E) 301003

United Nations ST/IC/2003/59

Secretariat

5 November 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2004 competitive examination for recruitment to the Professional category of staff members from other categories**

1. The purpose of the present circular is to provide information to staff members in the General Service and related categories of the Secretariat who wish to take the 2004 competitive examination for recruitment to the Professional category, in accordance with the provisions of administrative instruction ST/AI/2003/7 of 30 October 2003.

2. The 2004 competitive examination for recruitment to the Professional category is scheduled to be held on 17 February 2004 (written component) and in June/July 2004 (oral component). For candidates convoked in two occupational groups, the two specialized papers are administered on the same day.

Selection of posts

3. The Office of Human Resources Management, taking into account information provided by departments and offices at all duty stations, has established projections of junior Professional level (P-1/P-2) posts subject to geographical distribution that will be or are expected to become available in the 12 months preceding placement. The total number of posts to be selected for the 2004 competitive examination for recruitment to the Professional category will be up to 10 per cent of the number of staff, other than language staff, that were recruited during the previous calendar year at the junior Professional level (P-1/P-2) after passing a competitive examination.

4. On the basis of these projections of organizational needs, the Central Examinations Board has selected the following occupational groups for which the examination is to be held:

(a) **Architecture**, which covers work such as that of architects, building planners and designers;

* Expiration date of the present information circular: 31 December 2004.

03-60117 (E) 101103

(b) **Administration**, which covers work such as that of administrative officers, budget officers, personnel officers and project management officers;

(c) **Information technology**, which covers work such as that of computer specialists, Internet web-site masters and information technology analysts;

(d) **Library**, which covers work such as that of librarians and records management officers;

(e) **Political affairs**, which covers work such as that of liaison officers and political affairs officers;

(f) **Security**, which covers work such as that of security officers;

(g) **Social affairs**, which covers work such as that of social welfare officers and humanitarian affairs officers.

Eligibility

5. A staff member serving in the General Service and related categories, including the Field Service category up to and including the FS-5 level, may apply to take a competitive examination in a particular occupational group, provided that he or she:

(a) Has a minimum of five years of continuous service in the Secretariat by 31 December 2003, excluding any service in separately administered funds or programmes, except as otherwise provided in paragraph 6 below;

(b) Has at least a "fully successful performance" rating in his or her last performance report (PAS);

(c) Holds a United Nations letter of appointment valid at least until 31 August 2004;

(d) Meets the minimum eligibility criteria set out in paragraphs 7 to 9 of the present information circular.

6. Short breaks in service of not more than six months may be allowed at the discretion of the Central Examinations Board. Staff members who had previously served continuously for at least five years with the United Nations Secretariat, had resigned and, by 31 December of 2003, would have served continuously for at least three years since their reappointment will also be considered eligible, provided that they meet the other requirements.

Eligibility criteria

7. Staff members are invited to apply for one of the occupational groups in which the examination is to be held in 2004. The minimum eligibility criterion is a three-year first-level university degree, broadly related to the occupational group for which the candidate has applied. Detailed requirements are as follows:

(a) **Architecture**: first-level university degree in architecture/civil engineering or higher/advanced diploma in building and civil engineering, with broad knowledge in electrical, plumbing, carpentry, drawings and preparation of building/civil engineering technical specifications, including contract documents;

(b) **Administration**: first-level university degree in public or business administration, commerce, marketing, human resources management or other relevant discipline;

(c) **Information technology**: first-level university degree in computer science (engineering, programming, software development or theory), information technology, information management, informatics, telecommunications and artificial intelligence. For candidates who have no first-level university degree in any of the above-mentioned fields but have at least two years of professional experience in those fields, the degree may be substituted by one of the following first-level university degrees: electrical engineering, electronics, mathematics, physics, robotics or statistics;

(d) **Library**: first-level university degree in library or library and information science;

(e) **Political affairs**: first-level university degree in political science, international relations, modern history, peace studies, Asian/African/American/European/Middle Eastern, etc., studies or other relevant discipline;

(f) **Security**: first-level university degree, equivalent to a bachelor's degree, in security or in a field directly related to security. Owing to the special technical nature of the occupation of security, at least five years of service as a United Nations security officer in a post with functions directly related to security are also required;

(g) **Social affairs**: first-level university degree in sociology, social science, rural development, women's issues, human geography, anthropology, development studies, environmental studies, labour issues, public policy or other relevant discipline.

Staff members who have a degree or degrees broadly related to two occupational groups offered in 2004 may apply to take the examination in each of the two groups.

8. Staff members who had served in the Secretariat for at least five years by 31 December 1989 will be allowed to take the examination in any one of the occupational groups for which the examination is held in 2004, upon providing evidence of post-secondary academic qualifications. Should such staff members hold a first-level university degree or degrees broadly related to the occupational groups offered in 2004, they may apply to take the examination in a second occupational group to which their degree is broadly related (see para. 7).

9. Staff members should provide relevant documents, as required, as evidence in support of their meeting the minimum eligibility criteria described in this section and the eligibility requirements listed in paragraph 5.

Applications

10. Staff members who wish to submit an application should complete the application form contained in the annex to the present information circular and submit it with all required documentation to the Central Examinations Board by 15 December 2003. The staff member's most recent performance report must also be submitted with the application.

Format and substance of the examination

11. The examination consists of a written examination and an oral examination related to the occupational group concerned.

Written examination

12. The written examination, which accounts for 80 per cent of the total marks, consists of the following two sections:

(a) A general paper that tests drafting skills (45 minutes);

(b) A specialized paper (3 hours and 45 minutes) that tests the candidate's substantive knowledge of the particular occupation.

Oral examination

13. Candidates may be convoked for an oral examination in accordance with administrative instruction ST/AI/2003/7. Candidates serving at duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

14. The oral examination, which accounts for 20 per cent of the total marks, will consist of a competency-based interview designed to test the candidate's general knowledge of international affairs and of the United Nations core values and competencies that are necessary for positions in the respective occupational groups.

Annex

Application for the competitive examination for recruitment to the Professional category of staff members from other categories

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. It is the responsibility of the candidates to inform the Secretary of the Central Examinations Board of any changes in the information indicated in the application form.

Note: The deadline for receipt of applications by the Central Examinations Board (United Nations Headquarters) is 15 December 2003.

Section I. Personal data

Please type or print legibly.

Last name (family name): ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

First name: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Nationality: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Sex: [F] [M] Index No.:[a] ☐☐☐☐☐☐ Category: ☐☐ Present level: ☐☐

Type of appointment: Fixed-term: ☐ Probationary: ☐ Permanent: ☐

Expiration or review date: Day: ☐☐ Month: ☐☐ Year: ☐☐☐☐

Date of birth: Day: ☐☐ Month: ☐☐ Year: ☐☐☐☐

Date of entry in the United Nations Secretariat: Day: ☐☐ Month: ☐☐ Year: ☐☐☐☐

Date of latest PAS: Day: ☐☐ Month: ☐☐ Year: ☐☐☐☐

Please submit a copy of your latest PAS with your application.

Main language (mother tongue): ☐

[a] Usually appears on your monthly salary statement or grounds pass; if not, please contact your personnel officer to obtain your number.

Please check below the occupational group (or two occupational groups, if applicable) for which you wish to take the examination.

Architecture ____ Administration ____ Information technology ____ Library ____

Political affairs ____ Security ____ Social affairs ____

Duty station: _____

Department/office: _____

(write in full)

E-mail address: _____

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G to P examinations? Yes ☐ No ☐

2. Were you convoked to sit for previous G to P examinations? No ☐

If yes, when? 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐

Which occupational group(s)? _____

If yes, did you actually take the examination? No ☐

Yes, in: 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐

Section II. Education[b]

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received. All candidates, including those who have applied for or taken a previous G to P examination, must forward a copy of their university degree or diploma, including, when available, a copy of an up-to-date university transcript.

Written proof of post-secondary education must be attached to this application. (Send photocopies; do not send any originals.) Failure to provide proof will result in the application being disregarded.

Certificate, diploma or degree *(Exact title in original language. For work towards a degree, please list number of credits.)*	***Institution name*** ***Place*** ***Country***	***Period of study*** Month Year	***Description of courses or main field of study***
Secondary studies		From:	
		To:	
Post-secondary studies		From:	
		To:	
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	

If you need more space, attach additional pages.

[b] You may substitute your answers to sections II, III and IV by attaching a current personal history profile (PHP) or personal history form (P-11).

Section III. Relevant professional experience

List and briefly describe any professional experience that you feel is relevant to your application.

Section IV. Languages

If you successfully passed a United Nations language proficiency examination (LPE), please indicate the year you obtained the certificate. If you did not pass the LPE, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

Language	*LPE year*	*Read*	*Understand*	*Speak*	*Write*	*Institution and diploma (period(s) of study)*

Section V. Occupation(s) for which you are applying

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: F ☐ M ☐ Index No.: ☐☐☐☐☐☐

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

Architecture ☐ Administration ☐ Information technology ☐ Library ☐

Political affairs ☐ Security ☐ Social affairs ☐

Highest educational level:

High school ☐ Post-secondary ☐ BA ☐ MA ☐ Other (Ph.D., etc.) ☐

Section VI. Certification of accuracy of information provided

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass the language proficiency examination or are not enrolled in a United Nations course), must be received by the Central Examinations Board no later than **15 December 2003** in a sealed envelope marked Confidential, addressed to:

Central Examinations Board secretariat
Office of Human Resources Management — Room S-2590A
United Nations Secretariat
New York, N.Y. 10017, USA
Fax: (212) 963-3683

E-mail: OHRM-GtoP@un.org

For duty stations outside New York, please fax the application whenever possible. Where a fax machine is not available, please use the United Nations pouch.

Important: Applications that are incomplete or do not include essential information may be rejected.

I certify that the above information is correct to the best of my knowledge and understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I further understand that it is my responsibility to report immediately any changes in the foregoing information to the Central Examinations Board.

Date: _____ Signature: _____

List of enclosures: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

☐ Most recent performance report

Competitive examination for recruitment to the Professional category of staff members from other categories

The information below will be used as your mailing label; please print or write legibly. You are responsible for immediately reporting to the Secretary of the Central Examinations Board any subsequent change in duty station, either prior to or during the examination process.

Central Examinations Board stamp

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

This portion will be returned to you as an acknowledgement of receipt of your application.

United Nations ST/IC/2003/60

Secretariat

28 November 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Senior Review Group**

In accordance with section 2 of ST/SGB/2001/9, the Secretary-General has decided that the membership of the Senior Review Group will be as follows:

Chairperson:

Chen Jian, Under-Secretary-General for General Assembly and Conference Management

Members:

Catherine Bertini, Under-Secretary-General for Management

Shashi Tharoor, Under-Secretary-General for Communications and Public Information

Angela King, Assistant Secretary-General, Special Adviser on Gender Issues and Advancement of Women

Patrizio Civili, Assistant Secretary-General for Policy Coordination and Inter-Agency Affairs

Secretary:

Rosemary McCreery, Assistant Secretary-General for Human Resources Management

* The present circular supersedes ST/IC/2003/11 dated 27 January 2003 and will be in effect until further notice.

03-63466 (E) 031203

United Nations ST/IC/2003/61

Secretariat

21 November 2003

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Rates of reimbursement for travel by private motor vehicle**

1. Pursuant to section 7 of administrative instruction ST/AI/1998/2 on reimbursement for travel by private motor vehicle, the purpose of the present circular is to inform the staff of the schedule of rates applicable to different groups of countries and territories for travel by private motor vehicle, effective 1 November 2003 (see annex).

2. The present circular supersedes information circular ST/IC/2003/43 of 25 July 2003.

* The present circular will be in effect until further notice.

03-62878 (E)

Annex

Rates of reimbursement for travel by private motor vehicle
(Effective 1 November 2003)

Rate group I: 13 cents per mile or 8 cents per kilometre

All countries or territories other than those listed in groups II, III, IV or V below.

Rate group II: 16 cents per mile or 10 cents per kilometre

Afghanistan
Anguilla
Argentina
Azerbaijan
Bahamas
Bangladesh
Belize
Benin
Bermuda
Brunei Darussalam
Burkina Faso
Cambodia
Cape Verde
Congo
Cyprus
Ethiopia
Fiji
Guinea
Guyana
Israel
Jordan
Kazakhstan
Kyrgyzstan
Madagascar
Malawi[a]
Malaysia
Maldives
Mozambique
Nauru
Nepal
Netherlands Antilles
Oman
Paraguay
Republic of Moldova
Russian Federation
Samoa
Sri Lanka
Togo
Tonga[a]
Trinidad and Tobago
United Arab Emirates
Uruguay
Viet Nam

Rate group III: 20 cents per mile or 12.4 cents per kilometre

Antigua and Barbuda
Australia
Barbados
Bhutan
Bosnia and Herzegovina
British Virgin Islands
Canada
Cayman Islands
Comoros
Cook Islands
Djibouti
El Salvador
India
Kenya
Kiribati
Kuwait
Lao People's Democratic Republic
Liberia
Macao, China
Mauritania
Mauritius
Mexico[a]
Mongolia
Montserrat
Morocco
Panama
Papua New Guinea
Philippines
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Sierra Leone
Singapore
Tunisia
United Republic of Tanzania
United States of America
West Bank and Gaza Strip[a]

Europe: all countries in Europe except those listed in groups II, IV or V.

Rate group IV: 23 cents per mile or 14.3 cents per kilometre

Armenia
Cameroon
Central African Republic
Chad
Chile
Croatia
Czech Republic
Dominica
Grenada
Jamaica
Lebanon
Malta
New Caledonia[a]
Nicaragua
Niger
Niue
Peru
Senegal
Seychelles
Slovenia
Spain
Vanuatu

Rate group V: 28 cents per mile or 17.5 cents per kilometre

Austria
Belarus
Belgium
Côte d'Ivoire
Cuba
Democratic People's Republic of Korea
Denmark
Equatorial Guinea
Finland
France
Germany
Greece[a]
Hong Kong, China
Iceland
Ireland
Italy
Japan
Latvia[a]
Lithuania
Mali[a]
Netherlands
Norway
Portugal
Republic of Korea[a]
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland

[a] Indicates a change in the grouping.

United Nations ST/IC/2003/62

Secretariat

5 December 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2004 competitive examination for German-language translators**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for German-language translators in 2004, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. The competitive examination for German-language translators will be held on 19 April 2004 in Bonn, Geneva, Vienna, New York and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for German-language translators will be filled. When vacancies occur in the German Translation Section, successful candidates will be recruited from the roster, subject to the requirements of the Section in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, and to qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered external candidates for the purpose of this examination. Such candidates, if successful, will be offered a new appointment with the United Nations, subject to normal United Nations recruitment procedures and standards. Staff members who are successful in the examination and are selected for inclusion in the roster will be assigned to fill vacancies for German-language translators as they occur in the German Translation Section in New York. Successful candidates are expected to serve a **minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 12 to 15 below.

* Expiration date of the present information circular: 31 December 2004.

03-64536 (E) 101203

4. Staff members of the Secretariat applying for the examination must:

(a) Have German as their main language;[1]

(b) Have a perfect command of German and an excellent knowledge of English. They must also have an excellent knowledge of French or Spanish. Knowledge of Arabic, Chinese or Russian is desirable. Previous translation experience would be considered an asset. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. Proof of degrees and certificates will be required from all candidates who are successful in the written part of the examination prior to the interview;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which German is the language of instruction or hold a university degree from a school of translation.

5. In addition, candidates are expected to have computer and word-processing skills.

6. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100 series appointments and who are over the age of 56 by the deadline of submission of applications (20 February 2004) will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100 series appointments.

7. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is German, in addition to five years of continuous service with the Secretariat by 31 December 1989.

8. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified candidates based on a review of the qualifications which are over and above the minimum criteria set out in paragraph 4. All applicants will be notified of the Board's decision in respect of their applications. **The Board's decisions are final.**

9. The written examination for translators will consist of:

(a) Translation into German of a general text in English (two and a half hours, morning of 19 April 2004). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

(b) Translation into German of one text chosen by the candidate from a total of two texts in French or Spanish (one and a half hours, morning of 19 April 2004);

(c) Revision of a German text poorly translated from English. The original text in English will be provided for reference purposes (one and a half hours, afternoon of 19 April 2004);

(d) Translation into German of one English text, to be chosen by the candidate from a total of three specialized texts (economic, legal, scientific/technical) (one and a half hours, afternoon of 19 April 2004).

10. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers.

11. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to an interview. The Board will interview each candidate to assess professional experience, personal qualities, and their ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they will automatically be offered an assignment.

12. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores/results. When vacancies occur in the German Translation Section, successful candidates will be recruited from the roster, subject to the requirements of the Section in terms of expertise and language combinations.

13. Staff members selected to fill vacancies will be assigned as German-language translators for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. Successful candidates should be prepared to use a computer workstation and to operate translation software, such as voice recognition.

14. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointments will be eligible to be considered for permanent appointments subject to the requirement of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

15. In accordance with the needs of the Section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

16. Staff members applying for the examination should complete the attached form and submit it, **no later than 20 February 2004**, to:

2004 Competitive Examination for German-language translators
Examinations and Tests Section
Specialist Services Division
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, N.Y. 10017
U.S.A.
Fax No.: (1-212) 963-3683
e-mail: OHRM_exam@un.org

Applications may be sent by e-mail, fax or mail. However, since all mail addressed to offices at Headquarters undergoes a process of sterilization, mailed applications can be delayed for up to four weeks. Applicants are strongly encouraged to submit their applications early and preferably by e-mail or fax, not mail. Applications received after the above deadline will **not** be considered.

17. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Examinations and Tests Section through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by 20 February 2004, the deadline for receipt of applications in the Examinations and Tests Section, Office of Human Resources Management.

Notes

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to German as their main language must be supported by relevant documentation in their official status files.

Application[a]

2004 competitive examination for German-language translators

Index No.[b] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office[c] _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s) _____

What is your main language?[d] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. Knowledge of other languages

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications

Name of institution[c] (include place and country)	*Language of instruction*	*Attended (month/year)*		*Degree or equivalent[c]*	*Main field of study*
		From	*To*		

D. Secondary school qualifications

Name of institution[c] (include place and country)	*Language of instruction*	*Attended (month/year)*		*Certificate or equivalent[c]*	*Main field of study*
		From	*To*		

E. **Describe work experience (giving dates and length of time) in translation or related fields, if any.**

_____

_____

_____

_____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2003/62 and I understand that, if I am successful in the 2004 competitive examination for German-language translators, and recommended for inclusion in the roster, my assignment as a German translator will be subject to my acceptance of the conditions of service indicated in paragraphs 12 to 15 of that circular.

Date _____ Signature _____

Notes

[a] Staff members applying for this examination **must complete this application form**. Proof of degrees and certificates as set out in paragraph 4 (b) of ST/IC/2003/62 will be required from all candidates who are successful in the written part of the examination prior to the interview. This application form is for staff members only; external candidates must complete a P.11 form.

[b] Normally appears on your grounds pass, monthly salary statement and P.5 personnel action forms. If not, please contact your personnel officer to obtain your number.

[c] Staff members should indicate the department or office to which they are currently assigned, e.g., DGACM, ECE, UNCTAD, UNOG, UNOV or other (please specify).

[d] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to German as their main language must be supported by relevant documentation in their official status files.

[e] Give exact name and title in original language. Do not translate or equate.

United Nations ST/IC/2003/63

Secretariat

9 December 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Official holidays for 2004 at United Nations Headquarters**

In accordance with General Assembly resolution 52/214 A and decision 52/468, the 10 official holidays for 2004 at Headquarters, following consultation with the staff representatives, have been designated as follows:

1 January	New Year's Day
2 February	Eid Al-Adha (observed)
16 February	Presidents' Day
9 April	Good Friday
31 May	Memorial Day
5 July	Independence Day (observed)
6 September	Labour Day
12 November	Eid Al-Fitr (observed)
25 November	Thanksgiving Day
24 December	Christmas Day (observed)

* Expiration date of the present information circular: 31 December 2004.

03-64782 (E) 101203